

St Benedict's School Policy 3: Personnel

| National Guideline 3 Personnel | St. Benedict's School Policy |
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| <p>According to legislation on employment and personnel matters, each board of trustees is required to:</p> <p>a) Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students, and</p> <p>b) Be a good employer as defined by the <u>State Sector Act 1988</u> and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.</p> <p>Key Legislation</p> <ul style="list-style-type: none"> • Education Act 1989 • Employment Relations Act 2000 – Collective Employment Agreements (teaching and non-teaching staff) • Human Rights Act 1993 • Protected Disclosures Act 2000 • State Sector Act 1988 • New Zealand Teachers council (Making Reports and complaints) Rules 2004 • Vulnerable Children's Act 2014 | <p>The Board of Trustees delegates responsibility on day to day matters relating to the management of staff to the Principal, in the expectation that they will be managed in a sound, fair and respectful manner, in accordance with the current terms of employment documents and collective agreements.</p> <p>The Principal will:</p> <ul style="list-style-type: none"> . Ensure all employees have their rights to personal dignity, safety, privacy and access to an approved and fair grievance process. . Ensure that all teaching staff are registered or have a current Limited Authority to Teach (L.A.T.) . Provide all staff with a contract, either collective or individual. . Carry out an annual performance appraisal for each staff member and work co-operatively with the Board of Trustees during the annual Principal's appraisal process. . Meet current employment legislation, including the use of management units. . Provide an effective Performance Management System. . Ensure the Personnel Committee knows its obligations and responsibilities. |